

JOB OPPORTUNITY

Job Opportunity Bulletin: # 03-081
Final Filing Date: March 11, 2004 or
Until Filled

Corrected Copy

Position:	Salary:	Location:
Associate Personnel Analyst Or Staff Services Analyst (Freeze Exemption Approved)	\$4111 - \$4997 Range A \$2632 - \$3201 Range B \$2850 - \$3465 Range C \$3418 - \$4155	Office of Statewide Health Planning and Development, Administrative Division Human Resources Office 1600 9 th Street, Room 350 Sacramento, CA 95814

General Statement: The Human Resources Office is currently recruiting for an Associate Personnel Analyst (APA) or Staff Services Analyst (General) (SSA [G]) to fill the role of OSHPD's Lead Exam Analyst. The analyst will be responsible for providing timely and appropriate personnel management consultation and technical assistance to departmental management staff to ensure that all critical OSHPD examinations are administered, all decisions and actions on employee selection meet management's needs in contributing toward the department's mission, and are consistent with laws, policies, and standards governing State civil service. The analyst will plan, develop, and administer examinations ensuring job relatedness, management satisfaction, cost effectiveness, and acceptance by candidates and the public.

Duties:

- ❖ Administers examinations
- ❖ Performs Job Analyses and/or updates existing Job Analyses for classifications prior to the administration of examinations
- ❖ Researches, consults and advises management on varied exam issues, including the interpretation and explanation of civil service laws, rules, and procedures.
- ❖ Acts as liaison between OSHPD and the State Personnel Board (SPB).
- ❖ Provides training and general direction to support staff.
- ❖ Develops Examination Schedule for OSHPD.

Desirable Qualifications:

- ❖ Strong analytical and writing skills
- ❖ Knowledge of and experience in conducting Job Analyses
- ❖ Knowledge of and experience with the State Personnel Board on-line examination system
- ❖ Ability to be effective on a team that deals with sensitive and confidential situations/information
- ❖ Strong customer service skills

Who May Apply:

Due to the hiring freeze (Executive Order S-3-03), current OSHPD employees in the same classification or classifications eligible for transfer, and SROA/Surplus or reemployment list applicants may apply. Applicants will be screened with criteria based on the essential functions of the job. Only the most qualified candidates will be interviewed.

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

Doris Bloom, Human Resources Manager (Job Opp #03-081)
Office of Statewide Health Planning and Development
Administration Division
Human Resources Office
1600 9th Street, Room 350
Sacramento, CA 95814

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

For further information contact Doris Bloom, Human Resources Office, at
(916) 653-2505 or FAX (916) 654-5868

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

